



## DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

**Re-Posting #AOC0706N06**

### **FAMILY SERVICES PROGRAM SUPPORT ADMINISTRATOR**

**Opening Date:** 08/07/06

**Closing Date:** 08/21/06

#### **A Vacancy Exists**

**Recruiting For:** Office of the Child Advocate  
Administrative Office of the Courts

**Salary:** \$44,902 - \$56,128 (Minimum - Midpoint) Pay Grade 16\*

**Location:** City of Wilmington (**Please check this location on your application**). Administrative Office of the Courts, 500 N. King Street, Suite 11600, Wilmington, DE 19801 SLC N210B

**Note:** If you applied to the previous posting which closed on August 1, 2006, you do not need to resubmit an application.

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** An incumbent in this class works within the Office of the Child Advocate (OCA) in safeguarding the welfare of Delaware's children through educational advocacy, system reform, public awareness, training, and legal representation of children as set forth in 29 Del. C., Ch. 90A. This incumbent reviews policies and procedures within the agency, the Attorney General's Office, the court system, and law enforcement which impact the rights of children and makes recommendations for change and implementation of same. The incumbent creates and provides recommendations for change regarding the procedures for investigating, overseeing, and achieving permanency for children within the State of Delaware. The incumbent oversees the Family Crisis Therapists' assessment of inquiries to the OCA, the Offices' role in same, and provides appropriate referrals and resources to community based programs. The incumbent develops and oversees quality training programs for the various components of the child welfare system, including but not limited to, the Department, the Attorney General's Office, law enforcement, Family Court, educators, and day care providers. The incumbent researches, applies, and obtains grant funds from federal, state, and private agencies, and oversees the application process regarding same. The incumbent represents the OCA on committees and task forces regarding children's rights and the child welfare system in general, and assists the Child Advocate in staffing the Child Protection Accountability Commission as well as participating in the work of the Commission. The incumbent assists the Child Advocate in managing the OCA legal representation program by overseeing the Family Crisis Therapists who provide department records and social work support to pro bono attorneys. The incumbent interviews, selects, and supervises social work interns as appropriate, including the development and implementation of the OCA internship program. The incumbent supervises Family Crisis Therapists and attends training/seminars for professional development.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Possession of a Bachelor’s degree in social or behavioral science.
2. Experience in policy and procedure development and implementation.
3. Experience in multi-disciplinary collaboration and/or training.
4. Experience in child welfare or social services case management.
5. Knowledge of research methods and statistical analysis used in gathering, computing, and forecasting patterns, trends, and ratios for programmatic and budgetary purposes.
6. Knowledge of the principles and practices of supervision.
7. Ability to communicate courteously and effectively, both verbally and in writing.

**Special Requirement:** Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification, and a Child Protection Registry check.

**Conditions of Employment:**

- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

**Submitting your Application:**

- Apply on-line at [www.delawarestatejobs.com/postings](http://www.delawarestatejobs.com/postings). (Your application will be routed automatically to the recruiting agency).
- Paper applications can be submitted to one of the following locations:

**ADMINISTRATIVE OFFICE OF THE COURTS**, 500 N. King Street, Suite 11600,  
Wilmington, DE 19801, SLC N210B Phone: (302) 255-0090 [www.courts.delaware.gov](http://www.courts.delaware.gov)

**HUMAN RESOURCE MANAGEMENT**  
Haslet Armory, 1<sup>st</sup> Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458  
Fax: (302) 739-2327

Carvel State Office Building, 1<sup>st</sup> Floor, 820 North French Street, Wilmington, DE 19801 Phone:  
(302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947  
Phone: (302) 856-5966 Fax: (302) 856-5969

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes, or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The State of Delaware - An Equal Opportunity and Affirmative Action Employer**